

Ministry of Transportation and Infrastructure



Consultant RFEI Response Guide

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1 Introduction

Every office in RISP is automatically considered for all consulting opportunities. The system will find all offices qualified for this opportunity's criteria and dollar amount. If your office does not meet the criteria and/or dollar amount, your office will be excluded from this particular opportunity.

Once it is determined that your office has met the initial criteria, there are two possible selection processes:

- 1. Opportunities less than or equal to (≤) \$75,000
- 2. Opportunities greater than (>) \$75,000

Note: RISP specifically deals with engineering, technical and environmental consulting services less than \$1 million.

1.1 Opportunities ≤ \$75k Process

For opportunities less than or equal to \$75k, all qualified offices are ranked via the selection algorithm. The selection algorithm takes the following into consideration:

- Number of contracts to be awarded in this assignment (multiple-awards opportunities)
- Location of office (proximity to the opportunity)
- Last award (contract) date in this opportunity's category
- Past performance (bonus or penalty points)
- Pending RISP opportunities in this opportunity's category(s)

For opportunities noted above, the Requestor will contact the top ranked office(s) directly.

1.2 **Opportunities > \$75k Process**

For opportunities greater than \$75k, the skill set, qualifications and dollar amount of all local / branch offices are consolidated (e.g. ACME Victoria, ACME Vancouver, ACME Edmonton, ACME Calgary). If the combined qualifications of your offices meets the criteria for this opportunity, your office will be invited to participate via a Request for Expression of Interest (RFEI). The RISP system will send an email invitation to your main office contact.

From: To: Cc:	TEST - RISP Automated Notification System <risp.administrator@gov.bc.ca> Sent: Tue 3/26/2013 11:03 AM Risp Consult5</risp.administrator@gov.bc.ca>
Subject:	RISP - Your Office 7000-UAT 3.3 Test office has qualified to respond to RFEI 2421-RISP Consultant User Guide Test S
	automated notification from the Ministry of Transportation and Infrastructure's RISP System.
2421-RISP	Consultant User Guide Test Selection - 2013
Submissio	n Deadline:
2013-03-27	7 at the end of the day, Pacific Time Zone.
Assignmer	nt Scope: # of possible contracts to be
RISP 4.1 Co	onsultant User awarded ent Scope
Number o	f Awards: 3
TEST - RISF	PAutomated Notification System <u>risp.administrator@gov.bc.ca</u>

Note: RISP is designed to shortlist offices based on the number of contracts to be awarded, however if the system does not find enough qualified offices to conduct an RFEI, the RFEI process will be skipped and the Requestor will contact the qualified office(s) directly.



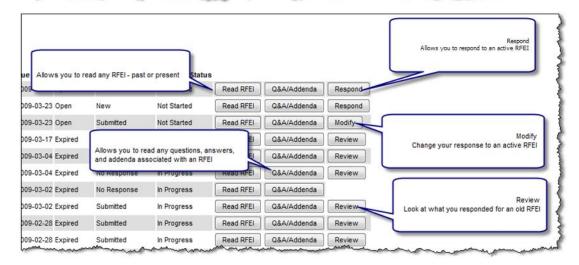
2 **Responding to RFEIs**

After your main office contact receives an RFEI email invitation, you can log in to RISP. Clicking on "RFEI" and then "Response Opportunities" will take you to the RSP220 – RFEI Opportunities screen, which will display all of the RFEIs in which your office has been invited to participate.

	Menu Registration RFFI	Reports	Log Out				(
RSPZ	20 - RFEI Opportunitie Response	Opportunities					
	owing is a list of all RFEI opportunities that your offic re information on RFEI's please consult the 🔀 <u>RFEI n</u>		d to respond to.				
R ((1 of 1 😕 😕						Records Found: 10
ID 🜩	Project Title 🔶	Due Date 🍁	RFEI Status 🗢	Office Response	Decision Status	Q&A 🖨	
2167	Consultant Office User Guide	2011-03-17	In Progress	New	Not Started		Read RFEI Q&A/Addenda Respond
2141	Verification for Release 3.6 in dev	2011-03-09	In Progress	No Response	In Progress		Read RFEI Q&A/Addenda Review
2123	testing QA	2011-02-25	a Progress	No Response	In Process	المعرب سا	PRES OSA//minuda

2.1 Navigating the RFEI Opportunities Screen

	Tor1 (9) (8)	dline		ted - office have re sponse - office did	sponded to RFEI not respond to RFE	3		Records	Found: 69
10 -	Project Title 🔹 🔹	Due Date 🛊	RFEI Status O	Office Response	Decision Status	88A @			0
1701	RISP Workshop RFEI Example	2011-03-11	In Progress	New	Not Started		Read RFEI	Q&A/Addenda	Respond
1682	retesting verification QA #38 - 4 respon	2011-03-03	Offices Notified	Submitted	Short Listed		Read RFEI	Q&A/Addenda	Review
1681	retesting verification QA #35	2011-03-02	Offices Notifie	Submitted	Short Listed		Read RFEI	Q&A/Addenda	Review
1664	SP192 - fee levels	2011-03-04	In Progress			-	Read RFEI	Q&A/Addenda	
1647	SG Pre-UAT for withdrawing 01-61	2011-03-16	In Prog		ible to make change	es	Read RFEI	Q&A/Addenda	Modify
1646	SG Pre-UAT Verify withdrawal	2011-03-09		fices Notified - RFE incelled - RFEI car			Read RFEI	Q&A/Addenda	Modify
1636	20110301 - RFEI 6: 72 hr QA message	2011-03-04	In Progress	Submitted	In Progress		Read RFEI	Q&A/Addenda	Review
1635	20110301 - RFEI 5: cancel after sending	2011-03-08	Cancelled	New	Cancelled	/	Read RFEI	Q&A/Addenda	
1634	20110301 - RFEI 4: only 3 responses	2011-02-28	In Progress	Submitted	Short Listed	/	Read RFEI	Q&A/Addenda	Review

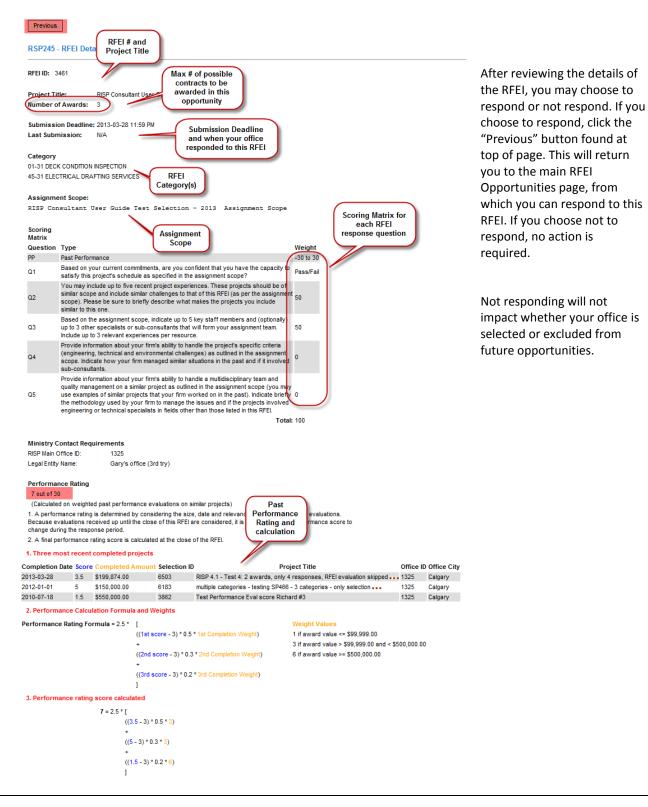


The buttons in each column allow your office to proceed to various portions of the RFEI.



2.2 **RFEI Response Process**

The first step in responding to an RFEI is to read the details of the RFEI. Clicking the "Read RFEI" button from the main RFEI Opportunity page (RSP 220) takes you to the RSP 245 RFEI Details page. This is a read-only page containing the details for this RFEI. You are free to view both past and present RFEIs.





2.3 **Responding to an RFEI**

Click the "Respond" button to respond to that RFEI.

Note: The "Respond" button will only appear while the submission deadline has not been reached.

2.3.1 Response Introduction

The response section (RSP 240), begins with a read-only page explaining how the response is organized.

RSP240 Response Introduction	÷ .
RFEI 3461	1
Project Name: RISP Consultant User Guide Test Selection - 2013	
The following RFEI consists of 3 sections:	- 5
 Assignment Scope Company Information, Engineering Categories, Performance History, Scoring Mat Questionnaire Consisting of 5 Questions 	rix
You will be walked through the process.	- 5
Start	

Click "Start" to begin responding to this RFEI.

Note: the RISP system has a 20 minute idle time-out. If no activity for 20 minutes, the system will log you out.

2.3.2 Assignment Scope Review

You are shown the Assignment Scope for this RFEI.

RSP240 Assignment Scope
Previous RFEI 3461 Note the max # of awards possible for this
Number of Awards: 3 opportunity
Below are the RFEI details for RFEI 3461, RISP Consultant User Guide Test Selection - 2013.
Assignment Scope
RISP Consultant User Guide Test Selection - 2013 Assignment Scope
Next
and the second of the second

Note: An RFEI may be part of a multiple awards opportunity where more than 1 contract may be awarded. Your office's response to this single RFEI will be considered for 1 of the multiple contracts. Your office will not be considered for more than 1 contract.



2.3.3 Scoring Review

On the read-only Scoring screen, the Project Name, your office contact information, engineering categories for this RFEI, and scoring details are shown.

Dennis								1	score calculated based
Previous	RFEI 272	21						- 21	on past performance
Project Name: RI	USP 4.0 Use	er Guide Example						- ž-	scores and dollar values
Ministry Co	ontact Re	equirements							of past projects.
RISP Main Of	ffice ID: 13	25						- Ç.	
Legal Entity I	Name: Garj	y's office (3rd try)						- 5-	
i Consulting	g Contrac	ct Work Categori	es					- 24	Scoring Matrix – the
01-31 DECK C								1	weighting used for
45-31 ELECTR	RICAL DRAI	FTING SERVICES						- J.	evaluating this RFEI.
ii Performa	nce Rati	ng 🧐						- T	
4 out of 30									Netes The successful the feature
		completed project						- F	Note: The weighting for
Completion Date	n Score	Completed Amount	Selection ID		Project Title	Office ID	Office City	- e -	each question is set by
2012-01-01	5	\$150,000.00	6183	multiple categories - testin	g SP466 - 3 categories - only selectio	ⁿ 1325	Calgary	÷.	the Requestor and will b
2011-07-01	3.5	\$150,000.00	5502	testing cc main office		1342	Victoria		different for each
2010-07-18	1.5	\$550,000.00 Ilation Formula and	3862	Test Performance Eval sci	re Richard #3	1325	Calgary		opportunity.
errormanee	Rating to	ormula = 2.5 * [((1st	score - 3) * 0.5	* 1st Completion Weight)	Weight Values 1 if award value <= \$99,99				
		+			3 if award value > \$99,999.	.00 and < \$50	0,000.00	÷.	
		+ ((2nd +		3 * 2nd Completion Weight)		.00 and < \$50	0,000.00	i	
		+ ((3rd	1 score - 3) * 0.3		3 if award value > \$99,999.	.00 and < \$50	0,000.00	Ś	
3. Performa	nce ratino	+ ((3rd]	1 score - 3) * 0.3	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00		
3. Performa	nce rating	+ ((3rd	1 score - 3) * 0.3	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00		
3. Performa	nce rating	+ ((3rd] g score calculated	d score - 3) * 0.3 I score - 3) * 0.2	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00		
3. Performa	nce rating	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * +	d score - 3) * 0.3 I score - 3) * 0.2	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00		
3. Performai	nce rating	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) *) + ((3.5 - 3) +	i score - 3) * 0.3 score - 3) * 0.2 0.5 * 3) * 0.3 * 3)	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00		
3. Performa	nce rating	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * +	i score - 3) * 0.3 score - 3) * 0.2 0.5 * 3) * 0.3 * 3)	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00		
		+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) *) + ((3.5 - 3) +	i score - 3) * 0.3 score - 3) * 0.2 0.5 * 3) * 0.3 * 3)	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00		
v Scoring M	latrix	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) *) + ((3.5 - 3) +	i score - 3) * 0.3 score - 3) * 0.2 0.5 * 3) * 0.3 * 3)	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50			
v Scoring M Question Typ	latrix	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * + ((3.5 - 3) + ((1.5 - 3)]	i score - 3) * 0.3 score - 3) * 0.2 0.5 * 3) * 0.3 * 3)	3 * 2nd Completion Weight)	3 if award value > \$99,999.	.00 and < \$50	0,000.00 Weight -30 to 30		
v Scoring M Question Typ PP Past 01 Base	Natrix De t Performar	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * + ((1.5 - 3)) ((1.5 - 3)]	1 score - 3) * 0.2 (score - 3) * 0.2 0.5 * 3) * 0.3 * 3) * 0.2 * 6)	3 * 2nd Completion Weight) 2 * 3rd Completion Weight)	3 if award value > \$99,999.	00 and < \$50	Weight -30 to 30	~~~~~~~~~~	
v Scoring M Question Typ PP Past Ω1 Bas the d You	Matrix t Performar ed on your assignment of this RFE	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * + ((1.5 - 3)) + ((1.5 - 3)] nce r current commitments t scope?	1 score - 3) * 0.2 (score - 3) * 0.2 0.5 * 3) * 0.3 * 3) * 0.2 * 6) , are you confid	3 * 2nd Completion Weight) 2 * 3rd Completion Weight) 2 * and Completion Weight) Lent that you have the capacity res. These projects should b	3 if award value > \$99,999, 6 if award value >= \$500,01	00 and < \$50 00.00 as specified in challenges to	Weight -30 to 30 Pass/Fail	~~~~~~~~~~~	
v Scoring M Question Typ PP Past Q1 Base the d Q2 that one. Q3 Base	Matrix be t Performar wed on your assignment u may includ of this RFE	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * + ((1.5 - 3) + ((1.5 - 3)] nce r current commitments t scope? d up to five recent pr El (as per the assignm assignment scope, ind	1 score - 3) * 0.2 1 score - 3) * 0.2 0.5 * 3) * 0.3 * 3) * 0.2 * 6) , are you confid roject experienc tent scope). Plea	3 * 2nd Completion Weight) 2 * 3rd Completion Weight) 2 * and Completion Weight) 4 * and Completion Weight (Completion Weight) 4 * and Completion Weight (Completion Weig	3 if award value > \$99,999, 6 if award value >= \$500,00 if award value >= \$500,00 et if award value >=	00 and < \$50 00.00 as specified in challenges to de similar to t	Weight -30 to 30 Pass/Fail his 35	~~~~~~~~~~	
v Scoring M Question Typ PP Pasi Q1 Bas the i Q2 that one. Q3 Bas will Prov Q4 chal	Atrix t Performar add on your assignmeni u may incluc of this RFE ed on the a form your a vide inform	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * + ((1.5 - 3)] noce r current commitments t scope? de up to five recent pr El (as per the assignm assignment scope, ind assignment scope, ind assignment team. Inclu	<pre>1 score - 3) * 0.3 1 score - 3) * 0.2 0.5 * 3) * 0.3 * 3) * 0.2 * 6) , are you confid roject experience ent scope). Pleas licate up to 3 key ude up to 3 key s ability to handk</pre>	3 * 2nd Completion Weight) 2 * 3rd Completion Weight) 2 * 3rd Completion Weight) Elent that you have the capacity less. These projects should to ase be sure to briefly descri- y staff members and (optior vant experiences per resou the project's specific crite the project's specific crite	3 if award value > \$99,999, 6 if award value >= \$500,00 if award value >= \$500,00 et if award value >=	00 and < \$50 00.00 as specified in challenges to de similar to t consultants th mental	Weight -30 to 30 1 Pass/Fail his 35 25	and a second	
V Scoring M Question Typ PP Past Q1 Bas Q2 that one. Q2 that one. Q3 Bas will Q4 chal con con con con con con con con con con	Matrix t Performar estignment may incluc of this RFE vide inform lienges) as sultants. vide inform e assignm hodolog u	+ ((3rd] g score calculated 4 = 2.5 * [((5 - 3) * + ((1.5 - 3)] nce current commitments t scope? de up to five recent pr [(as per the assignm assignment team. Inclu assignment team. Inclu ation about your firms o outlined in the assignm	<pre>1 score - 3) * 0.2 I score - 3) * 0.2 * 6) I score - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 - 4 -</pre>	3*2nd Completion Weight) 2*3rd Completion Weight) 2*3rd Completion Weight) Hent that you have the capa- tes. These projects should t ase be sure to briefly descr y staff members and (optior vant experiences per resou e the project's specific crite ficate how your firm manag e a multidisciplinary team an similar projects that your firm	3 if award value > \$99,999 6 if award value >= \$500,00 if award value >= \$500,00 e of similar scope and include similar be what makes the projects you inclu ally) up to 3 other specialists or sub- rce. ia (engineering, technical and enviror	as specified in challenges to de similar to t consultants th nmental it involved sui ject as outline efly the	Weight -30 to 30 ¹ Pass/Fail his 35 25 - 15 - 25		

2.3.4 Response Questionnaire

After reviewing the RFEI details, you will have the opportunity to interactively respond to the RFEI questionnaire consisting of 5 questions.



2.3.4.1 Question 1 – Availability

Question 1 asks whether your firm has the capacity necessary to complete the work outlined in the RFEI Assignment Scope.

RSP240 Questionnaire Question 1	If you select ' No' , your
Previous RFEI 1701	participation in the RFEI is complete. No further action is
Start Scope Scoring	required.
Question 1 Question 2 Question 3 Question 4 Question 5 Submit	
Project Name: RISP Workshop RFEI Example	Note: You can change this
Question 1 - Availability	response up to the submission
Based on your current commitments, are you confident that you have the capacity to satisfy this project's schedule as specified in the assignment scope?	deadline.
Yes No	If you select ' Yes' you will be asked to provide responses to
If you respond "No" you will not be considered for this project. Any time before the RFEI Response Close Date, you may return to this page, select "Yes" and create your RFEI Response.	the expression of interest
Next	questions.
the second se	

2.3.4.2 Question 2 - Firm's Experience

You may provide up to five relevant experiences. The top portion of the page ('Projects Currently Included') lists experiences chosen for this submission.

RSP241 Questionnaire Question 2	ą
Previous RFEI 2721	1
Start Scope Scoring	
Question 1 Question 2 Question 3 Question 4 Question 5 Submit	
Project Name: RISP 4.0 User Guide Example	₹
Question 2 - Firm's Experience	3
You may include up to five recent project experiences. These projects should be of similar scope and include similar challenges to that of this RFEI (as per the assignment scope). Please be sure to briefly describe what makes the projects you include similar to this one.	ſ
Projects Currently Included (total: 3) @	3
	5
Project Title Company Name Project Location Year 1. for RFE/2405 - 20120728	ð
	À,
2. Bhoge supervision - 2012/0615 BC Mol Add new 2006 Details/Edit Remove 2006 Details/Edit Remove	1
s. over a dimon	5
Add New Project Experience	2
Select from Previous Project Experiences:	
Project Title Company Name Project Location Year	
1. over a billion new yup Details Select Delete	Ş
Select Select	1

You may select project experiences your firm has submitted in the past or provide new project experiences.

To include past experiences with your current submission, click the '**Select'** button. If you would like to remove the experience from the list, click on '**Remove'**.

You can edit a previously entered experience to highlight details relevant to this RFEI by clicking on the "Details/Edit" button.



Projects Currently Incl	uded (total: 3) 🙆					Click th to save
Project Title 1. for RFEI 2405 - 20120728	Company Name	Project Location	Year Details/Ed	it Remove		This ne will be
1. for RFE12405 - 20120728 Project Title: Company Name: Project Location: Approx Billing Costs: Approx Capital Costs: Year:			Details/co	Remove		'Projec list, and will be 'Previo list. Note: T will be
Brief Description:	991 character(s) left sdfg sdfg ancel Close	۸ ۲				respon
2. Bridge supervision - 2012 3. over a billion	0815 BC MoT	Vernon	2008 Details/Ed		ſ	

Click the **'Save as New'** button to save your edited experience. This newly edited experience will be included under the 'Projects Currently Included' list, and the original experience will be moved back to the 'Previous Project Experiences' list.

Note: This edited experience will be available on future RFEI responses.

By clicking on "Add New Project Experiences", you may add new project experiences relevant to this submission.

Remove Remove
Remove

Click the **'Save'** button to save your newly added experience. You will see this new experience listed in your 'Projects Currently Included' list.

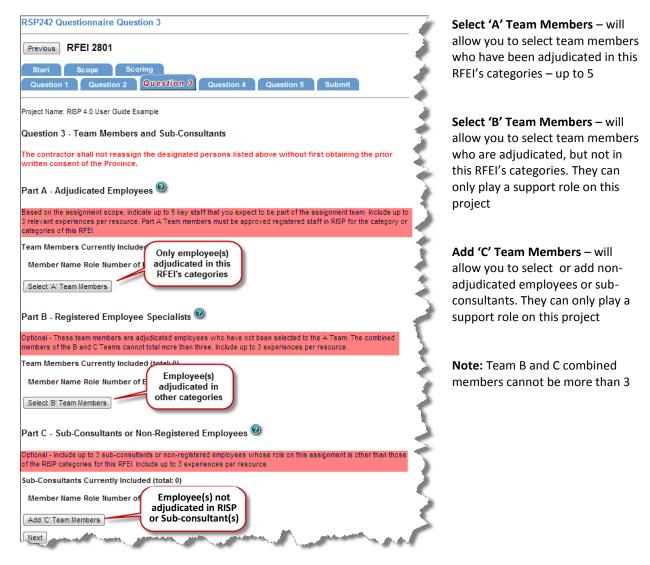
Note: This newly created experience will be available for future RFEI responses under the 'Previous Project Experiences' list.

When you have completed selecting/adding your firm's experience, navigate to the team member's portion of the RFEI submission. You can either click 'Next' or navigate using the 'Question 3' tab on the top of the page.



2.3.4.3 Question 3 – Team Members and Sub-Consultants

You are required to create a team as part of this RFEI response. The team must comprise of adjudicated employees in this RFEI's categories (Team A), who will perform the majority of work on this project. In addition, you may also include other employees (Team B or C) or sub-consultants (Team C) in support roles only.



Clicking on **'Select 'A' Team Members'** or **'Select 'B' Team Members'** will present you with a list of employees from which to choose. These members have all been adjudicated and approved by the ministry through the standard adjudication process.

Note: The team members submitted for this RFEI must be the same individuals to be used if your office is shortlisted to prepare an RFP response.



RSP242 Questionnaire Que	stion 3 Part A - Add Team Membe	rs
Previous RFEI 2801		<u> </u>
Project Name: RISP 4.0 User Guide E	xample	Č.
Question 3 Part A - Add Tea	m Members 💿	
Based on the assignment scope, ind 3 relevant experiences per resourc categories of this RFEI. Select a name and fill in the oth	e. Part A Team members approved employes	part of the assignment team. Include up to gistered staff in RISP for the category or
Select Team Member:	Joe 2 The Plumber 💌 🛠	
Role in this RFEI:	Project Manager	*
Percent of Team Member's Time Available for this Project:	50 % 🛠 🛛 Add Member	<u>(</u>
Sunday and and	and the second	And have the

After you've selected a team member, identify the role he or she will play in this RFEI, and the percentage of time that member will be devoted to this project, click 'Add Member'. You will now be able to select/add relevant employee experiences to this team member.

RSP242 Questionna	ire Question 3 -	Add Experien	ces	~
Previous RFEI 28	01			
Question 3 - Team I	Member - Details	5		1
Project Name: RISP 4.0 Us	ser Guide Example			5
Enter Joe 2 The Plu Details - APEGBC#: 385				
Role in this RFEI:	Pro	ject Manager		*
Percent of Team Mem Time Available for this	50	% *		- Ş
Save				
		Saved succe	ssfully.	
Company Name Pop Add New Exp Select from Previously		e End Date	Select previo added experienc	
Company Name	Project Title	Duration End Da	te	$=$ \downarrow
1. Plumber 5	asldfj	asdlkfj	Details Select	Delete
2. exp for RFEI 2405	asf	asdf	Details Select	Delete
3. Plumber 5 - 20120628	asldfj	asdlkfj	Details Select	Delete
4. Plumber 3 adf	asdfasd - 20120308	asdfjk	Details Select	Delete
5. Plumber 3	asdfasd	asdfjk	Details Select	Delete
6. Plumber 3	asdfasd - 20120308	asdfjk	Details Select	Delete
7. Plumber 5	asldfj	asdlkfj	Details Select	Delete
8. Plumber 3 - editted	asdfasd	asdfjk	Details Select	Delete
Back to Question 3	5			- 5

The steps to add an experience for an employee is similar to the steps for adding a firms experience – you have the choice of choosing from their existing work experiences, or adding new experiences

Details – shows the details of the previously entered experience

Select – selects this experience to be used for this RFEI response

Delete – removes this experience from the 'Previously Entered Experiences' list

Add New Exp – allows you to enter a new relevant employee experience to be used in this RFEI's response

Note: all new experiences added for this team member will available on future RFEI responses

After you have selected or add new experiences, click the "Back to Question 3", where you can continue to select your team. In the example below, 2 experiences were added.



RSP242 Questionnaire Question 3
Previous RFEI 2801
Start Scope Scoring Question 1 Question 2 Question 3 Question 4 Question 5 Submit
Project Name: RISP 4.0 User Guide Example
Question 3 - Team Members and Sub-Consultants
The contractor shall not reassign the designated persons listed above without first obtaining the prior written consent of the Province.
Part A - Adjudicated Employees 🞯
Based on the assignment scope, indicate up to 5 key staff that you expect to be part of the assignment team. Include up to 3 relevant experiences per resource. Part A Team members must be approved registered staff in RISP for the category or categories of this RFEI.
Team Members Currently Included (total: 1)
Member Name Role Number of Experiences Manage
1. Joe 2 The Plumber Project Manager 2 Edit Remove
Select 'A' Team Members
Part B - Registered Employee Specialists @
Optional - These team members are adjudicated employees who have not been selected to the A Team. The combined

In addition to employee team members, you may also add team members that will provide expertise for this project **other** than the categories of this RFEI (these can be sub-consultants or non-adjudicated employees). To do this, click on 'Select 'C' Team Members'. The process for sub-consultant details is similar to employee details. First we identify the person, the role that they will play in the RFEI, and the percent allocated for the project.

RSP242 Questionnaire Question 3 Part C - Sub-Consultants or Non-Registered Employees								
Previous RFEI 2801								
Project Name: RISP 4.0 User Guide E	xample							
Question 3 Part C - Sub-Consultants or Non-Registered Employees								
In Part C, add team members and su	b-consultants who are not	t office employees.						
Enter the following information:								
Select Team Member:	Sub Consult 1325		Delete Resource					
First Name:	Sub	*						
Last Name:	Consult 1325	*						
Company Name:		*	5					
Role in this RFEI:			*					
Percent of Team Member's Time Available for this Project:	% 🛠 🛛 Add M	ember	4					
And the second second second second	and the state of the	and a second second second	and the second of					



The C Team list is made up of previously added RFEI responses. You can select from the dropdown list or add new team members. As with employees, you must add experiences for sub-consultants. Like employees, you can select from previously entered experiences or add new relevant experiences.

RSP242 Questionnaire Question 3
Previous RFEI 2801
Start Scope Scoring
Question 1 Question 2 Question 3 Question 4 Question 5 Submit
Project Name: RISP 4.0 User Guide Example
Question 3 - Team Members and Sub-Consultants
The contractor shall not reassign the designated persons listed above without first obtaining the prior written consent of the Province.
Part A - Adjudicated Employees 🞯
Based on the assignment scope, indicate up to 5 key staff that you ex 3 relevant experiences per resource. Part A Team members must be a categories of this RFEI.
Team Members Currently Included (total: 1)
Member Name Role Number of Experiences Manage
1. Joe 2 The Plumber Project Manager 2 Edit Remove
Select 'A' Team Members
Part B - Registered Employee Specialists Optional - These team members are adjudicated employees who have not be members of the B and C Teams cannot total more than three. Include up to 3
Team Members Currently Included (total: 1)
Member Name Role Number of Experiences Manage
1. Gary Robertson Support Technician 2 Edit Remove
Select 'B' Team Members
Part C - Sub-Consultants or Non-Registered Employees
of the RISP categories for this RFEI. Include up to 3 experiences per resol
Sub-Consultants Currently Included (total: 1)
Member Name Role Number of Experiences Manage 1. Sub Consult 1325 Specialist 1 Edit Remove
Add 'C' Team Members
Next

In the example above, Team A has 1 employee selected with 2 experiences, Team B also has 1 employee selected with 2 experiences, and Team C has 1 sub-consultant with 1 experience selected. Once you've completed selecting you team, click "Next" or navigate to the "Question 4" tab.



2.3.4.4 Question 4 - Understanding of Scope and Proposed Methodology

This is a free form text box in which you can write up to 1000 characters describing your organization's response to your understanding of the scope and proposed methodology of this opportunity.

RSP244 Questionnaire Question 4
Previous RFEI 1701
Start Scope Scoring
Question 1 Question 2 Question 3 Question 4 Question 5 Submit
Project Name: Testing for User Guide.
Question 4 - Understanding of Scope and Proposed Methodology
In the box below, provide information about your firm's ability to handle the project's specific criteria (engineering, technical and environmental challenges) as outlined in the assignment scope. Indicate how your firm managed similar situations in the past and if it involved sub-consultants. Max 1000 characters.
Save Next

When complete, click "Save", then click the "Next" button or navigate to the "Question 5" tab.

2.3.4.5 Question 5 - Team's Management and Quality Management

This is a free form text box in which you can write up to 1000 characters describing your organization's response to your team's management and quality management.

Question 5 - Team's Management and Quality Management n the box below, provide information about your firm's ability to handle a multidisciplinary team and quality management on a similar project as outlined in the assignment scope (you may use examples of similar projects that your firm worked on in the past). Indicate briefly the methodology used by your firm to manage the issues and if it involved engineering or	RSP244 Questionnaire Question 5	
Question 1 Question 2 Question 3 Question 4 Question 5 Submit Project Name: Testing for User Guide. In the box below, provide information about your firm's ability to handle a multidisciplinary team and quality management on a similar project as outlined in the assignment scope (you may use examples of similar projects that your firm worked on in the past). Indicate briefly the methodology used by your firm to manage the issues and if it involved engineering or	Previous RFEI 1701	é
Project Name: Testing for User Guide. Question 5 - Team's Management and Quality Management In the box below, provide information about your firm's ability to handle a multidisciplinary team and quality management on a similar project as outlined in the assignment scope (you may use examples of similar projects that your firm worked on in the past). Indicate briefly the methodology used by your firm to manage the issues and if it involved engineering or	Start Scope Scoring	
Question 5 - Team's Management and Quality Management n the box below, provide information about your firm's ability to handle a multidisciplinary team and quality management on a similar project as outlined in the assignment scope (you may use examples of similar projects that your firm worked on in the past). Indicate briefly the methodology used by your firm to manage the issues and if it involved engineering or	Question 1 Question 2 Question 3 Question 4 Que	stion 5 Submit
n the box below, provide information about your firm's ability to handle a multidisciplinary team and quality management on a similar project as outlined in the assignment scope (you may use examples of similar projects that your firm worked on in he past). Indicate briefly the methodology used by your firm to manage the issues and if it involved engineering or	Project Name: Testing for User Guide.	1
a similar project as outlined in the assignment scope (you may use examples of similar projects that your firm worked on in the past). Indicate briefly the methodology used by your firm to manage the issues and if it involved engineering or	Question 5 - Team's Management and Quality Management	· · · · · · · · · · · · · · · · · · ·
· · · · · · · · · · · · · · · · · · ·	a similar project as outlined in the assignment scope (you may use examples of si	milar projects that your firm worked on in
Save Next	Save Next	and the second sec

When complete, click "Save", then click the "Next" button or navigate to the "Submit" tab.



2.3.5 Review and Submit

You may review your responses to each question by navigating through the question response tabs. To make changes, click on the top navigation tabs to return to the response page for a particular question. For example, to make changes to Question 4, click on the 'Question 4' tab on the top set of navigation tabs.

Back RFEI 170)1		
Start Scop	Scoring		
Question 1 Q	uestion 2 Question 3 Question	4 Question 5 Subn	nit
Questionnaire Res	ponse Review and Submit		
Your RFEI Response mu	st be submitted in order for it to be evaluated.		
Save / Submit	Click "Save/Submit" to		
Summary	submit your response	1	
Below is test6's respons	se to RFEI # 1888 Testing for User Guide		
Question 2	Question 3 Question 4	Question 5	
Question 2: Firm's Ex	perience		
Project Title:	New project	Approx. Billing Cos	st: \$123.00
Company Name:	Big Company	Approx. Capital Co	st: \$987.00
Project Location:	In British Columbia	Year:	2010
Description:	something		
Project Title:	Test Problem	Approx. Billing Cost:	\$450,000.00
Company Name:	Test Problem	Approx. Capital Cost:	\$45,000,000.00
Project Location:	Test Problem	Year:	2007
Description:	Test Problem		
Project Title:	Tiny Bridge	Approx. Billing Cost:	\$50,000.00
Company Name:	Rispconsult6	Approx. Capital Cost:	\$1,000,000.00
Project Location:	Kamloops	Year:	
Description:	Tiny Bridge is located over Tiny Creek is is box girder bridge supported on cast in place		

After reviewing your response, click "Save/Submit" and confirm your submission to submit your RFEI response. Upon submitting your response, the system will set you "Last Submission" time stamp on the RFEI Details page and send an automated email confirmation to your main office contact. An example email is shown below.

🖂 🔛 🧐	🕐 🧈 🔹 🏹 😴 Submission Confirmation (RFEI ID: 2801, Project Title: RISP 4.0 User Guide Exa 📃 💷 💈	×
File	Message 🗸 🗸	?
From: To: Cc: Subject:	DEV - RISP Automated Notification System <risp@risp.gov.bc.ca> Sent: Wed 10/17/2012 10:21 Gary's office (3rd try) Cai, Lionel TRAN:EX Submission Confirmation (RFEI ID: 2801, Project Title: RISP 4.0 User Guide Example, Project #: N/A)</risp@risp.gov.bc.ca>	AM
	ry's office (3rd try) (Calgary),	in.
	ail confirms that you have submitted a response to the BC Ministry of Transportation and Infrastructure's t for Expression of Interest (RFEI ID: 2801, Project Title: RISP 4.0 User Guide Example, Project #: N/A).	
You may	view the status of this RFEI by selecting the RFEI menu option from within your RISP page.	
	y continue to work on this RFEI. Changes you make will automatically be part of your submitted Response. ecide you do not want this Response evaluated you may cancel your submission on the "Submit" page.	
Regards	,	
BC Minis Tel: 250-	ministrator stry of Transportation and Infrastructure 555-4444 tp://www.th.gov.bc.ca/erisp/home.htm	
		-



2.3.6 Modifying a Response

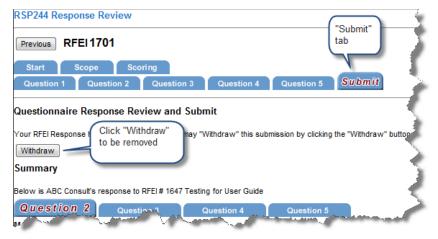
Your office may continue to make changes to the RFEI response up until the close of the RFEI. No responses are opened or reviewed by the ministry until after the closing date. To make changes, visit the main RFEI page – RSP 220- RFEI Opportunities screen, and click on the 'Modify' button next to the RFEI. This will take you through all of your responses, providing you with the opportunity to make changes.

RSP2	20 - RFEI Opportunities								2
	owing is a list of all RFEI opportunities that your office has b e information on RFEIs please consult the DRFEImanual.	een invited to res	spond to.						1
8 6				You have r "Submittee	19			Modify your	3
ID ¢ 1746	Project Title Verification Testing round 2 - assigning	Due Date 🍁 2011-03-16	RFEI Status 🗢	Office RFEI respo		Q&A \$	Read RFEI	RFEI response	
1701	Testing for User Guide	2011-03-16	In Progress	Submitted	Not Started		Read RFEI	Q&A/Addenda Modify	
1635	20110301 - RFEI 5: cancel after sending	2011-03-15	Cancelled	New	Cancelled	×	Read RFEI	Q&A/Addenda	-

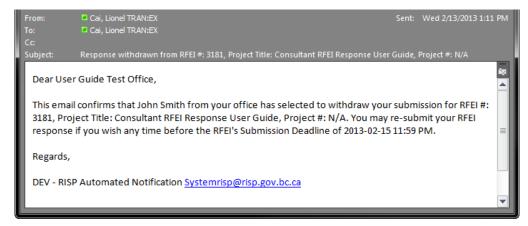
Note: You do not need to resubmit. The system will automatically save the most recent version of your submission.

2.3.7 Withdrawing a Response

If, after submitting an RFEI, you'd like to withdraw, click on the 'Modify' button for this RFEI, then click on the 'Submit' tab. You will see a 'Withdraw' button. Click on this to withdraw your response to the RFEI.



Upon withdrawing your response, an automated email confirmation will be sent to your main office contact. An example is shown below.



Note: You still have until midnight of the submission due date to change your mind and resubmit a response.



3 RFEI Decision

Once the submission deadline has been reached, the ministry evaluation team reviews the responses individually and as a group. At the end of the evaluation process, depending on the number of contracts to be awarded, the top scoring offices will be shortlisted. These shortlisted offices are then invited to participate in an RFP competition. For opportunities where a single contract will be awarded, 3 offices will be shortlisted. For multiple awards opportunities, twice the number of offices will be shortlisted per award. For example, 2 awards, the top 4 offices will be shortlisted. 3 awards, the top 6 offices will be shortlisted.

3.1 Self-Serve Notification

At any time, you can check the status of an RFEI. Log into RISP, click on "RFEI" and then "Response Opportunities". This will take you to the RSP 220 – RFEI Opportunities screen, which will display all RFEIs in which your office has been invited to participate.

RSP2	SP220 - RFEI Opportunities							
	owing is a list of all RFEI opportunities that your r		invited to respo	and to.		2		
K ()	1 of 1 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)			Your office ha responded to this RFEI		Records Found: 30		
ID \$	Project Title 🔶	Due Date 🕏	RFEI Status	Office Response	Decision Status	1		
1888	Testing for User Guide	2010-07-27	Open	Submitted	Not Started	Read RFEI Q&A/Addenda Modify		
1887	jstorey testing #2	2010-07-23	Open	New	Not Started	Read RFEI Q&A/Addenda Respond		
1886	jstorey testing	2010-07-23	Open	New	Not Started	Your office has anda Respond		
1881	rel 3.5 uat over 75,000 3 Offices	2010-07-18	Expired	Submitted	Short Listed -	been short listed enda Review		
1872	stacey test	2010-07-17	Expired	No Response	In Progress	Read RFEI Q&A/Addenda		
	Testino SP.173 to Office 137	2010-07-15	Expired	No Restonse	Managess .	mad RFEI 08		

Under the Decision Status column, you will see up to four status types:

- Not Started indicates that the RFEI response period is not yet over, and the review process by the ministry has not yet begun
- In Progress indicates that the evaluation period is now underway, and the ministry is evaluating responses
- Short Listed indicates that the evaluation period is complete, and your office has been short listed to participate in the RFP
- Not Short Listed indicates that the evaluation period is complete, and your office has not been short listed to participate in the RFP

3.2 Email Notification

When the ministry reaches a decision, the system will provides email notification to all offices. These emails are sent to the main office contact. For shortlisted offices, an RFP may be attached to the email, or will follow shortly after. If your office was shortlisted, your main office contact will receive an email similar to this:

rom:	O TEST - RISP Automated Notification System [risp.administrator@gov.bc.ca]	Sent:	Mon 7/19/2010 5:52	2 AM
o:	Propp, Bev A TRAN:EX			
c				
ubject:	RFEI Shortlist Decision			
Dear UA1	3.3 Test office,			Â
	il is to inform you that your office's submission for RFEI 1841, ons completed after deadline, has been successfully shortlisted.		T 3.5	
You are you shor	now invited to submit your proposal for this project. The RFP witly.	ill b	e sent to	
For furt	ther information about this RFP, please contact RISP Requestor 1			
Regards, RISP Adr	inistrator			
				•



For offices that have not been short-listed, an email similar to the below is sent:

From: To:	TEST - RISP Automated Notification System [risp.administrator@gov.bc.ca] Sent: Mon 7/19/2010 5 Propp, Bev A TRAN:EX	:52 AM
Cc		
Subject:	RISP - Your Office's RFEI Response did not make the shortlist for RFEI 1841-TEST 3.5 Evaluations completed after deadline	-
Dear t	erms test	
	ret to inform you that your office did not make the shortlist for project , TEST aluations completed after deadline, based on RFEI 1841, submitted by your office.	
Regard	5,	
RISP A	dministrator	

3.3 **RFEI Debriefing**

At this time, the ministry does not debrief on the outcome of RFEIs. Debriefing on RFEI responses would be very time-consuming as all consultants who did not make the shortlist could request a debriefing. This would result in significant cost and time to the Ministry. However, in the RFP stage, the Ministry is willing to provide debriefing upon request. This is consistent with the approach used by BC Bid.

4 **RFEI QA and Addenda**

During an RFEI response period, you may have questions that you wish to ask. For sake of fairness, these questions, and the ministry's responses, are posted on RISP for all participating offices to view. In this way, all offices are assured equal access to information.

Note: Do not contact the Requestor outside of RISP. All questions posted outside of RISP will not be responded to.

To post a question, or view a response, begin by navigating to the RFEI Opportunities page. Log into RISP, click on "RFEI" and then "Response Opportunities". This will take you to the RSP 220 – RFEI Opportunities screen, which will display all RFEIs in which your office has been invited to participate.

	owing is a list of all RFEI opportunities that your office has b e information on RFEI's please consult the <mark>范</mark> <u>RFEI manual</u> .	een invited to re:	spond to.						
•	1 of 1 🛞 🛞 🐻 💌							Records	Found: 71
D \$	Project Title 🗢	Due Date 🌟	RFEI Status 🗢	Office Response	Red checkmark means there are	A 🗢			
1746	Verification Testing round 2 - assigning	2011-03-16	In Progress	In Progress	unanswered questions		Read RFEI	Q&A/Addenda	Modify
647	Testing for User Guide	2011-03-16	In Progress	Withdrawn	Not Started		Read RFEI	Q&A/Addenda	Respond
1635	20110301 - RFEI 5: cancel after sending	2011-03-15	Cancelled	New Black of	cancelled	·	Read RFEI	Q&A/Addenda	
1742	SG Pre-UAT Save and Send	2011-03-09	In Progress	Withdraw means	questions en answered		Read RFEI	Q&A/Addenda	Review
1646	SG Pre-UAT Verify withdrawal	2011-03-09	In Progress		are addenda		Read RFEI	Q&A/Addenda	Review
1701	RISP Workshop RFEI Example	2011-03-07	Offices Notified	Submitted	Short Listed	/	Read RFEI	Q&A/Addenda	Review

If a question has been asked by any participating office, a red checkmark will appear for that RFEI. A black check mark means the ministry has provided a response or an addendum has been posted for this RFEI.



To view previously asked questions and their responses, or to ask a question, click on the "QA/Addenda" button next to the specific RFEI. This will take you to the RSP222– Q&A/Addenda Page.

RSP222 - Q&A / Addenda	
Previous RFEI 3181	1
Questions Addenda	e e e e e e e e e e e e e e e e e e e
Q&A / Addenda -Questions 🙆	<u>ک</u>
Post Question	
Question 1	Asked On: 2013-02-11
Test question being asked	
Response	1
Response Pending	<u> </u>
	the second s

4.1 Reviewing Q&A / Addenda

The main question page will list all questions that have been asked on this RFEI, along with all ministry responses. In addition, you will see the timestamp identifying when a question was asked, and when the ministry responded.

RSP222 - Q&A / Addenda

Previous RFEI 3181

Questions Addenda

Q&A / Addenda - Questions
Question
Post Question
Question
Question 1
Test question being asked
Response
Responded On: 2013-02-11
Test answer being posted

Note: The office asking the question will not be identified.

4.2 Ask a Question

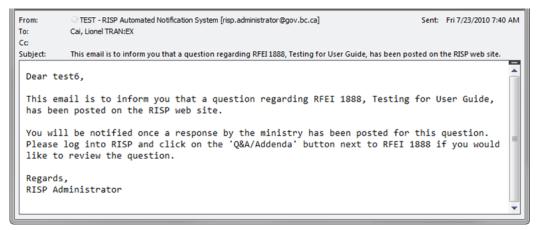
From the RSP222 – Q&A / Addenda screen, you can post a question to the ministry. To ask a question, click the "Post Question" button.



RSP222 - Q&A / Addenda	
Previous	~
Q&A / Addenda	- 1
Post your question in the text area below. Questions must be under 100 words.	-
Questions must be under 100 words.	
Question:	<u>-</u>
Test question being asked	1
Post Question Cancel	

Click 'Post Question' to complete. An email is sent to the ministry, prompting a response, and an email is sent to all participating offices, letting them know that a question has been posted. To ensure fairness, all questions will be immediately posted on RISP and all invited offices may view the posted question.

An example of the email sent to offices is shown below:



4.3 Ministry's Response

It is the goal of the ministry to respond to RFEI questions within two business days. When a response has been posted, all invited offices will be able to review the response online. In addition, an email will be sent to all invited offices (including the office that posted the question), informing them that a response has been posted.





From:	TEST - RISP Automated Notification System [risp.administrator@gov.bc.ca] Sent: Fri 7/23/2010 7:	57 AM
To:	Cai, Lionel TRAN:EX	
Cc		
Subject:	TEST - Response Posted, RFEI 1888	
Dear tes	t6,	Â
	il is to inform you that a ministry response to a question regarding RFEI# 1888, for User Guide, has been posted on the RISP website.	
	og into RISP and click on the 'Q&A / Addenda' button next to the RFEI# 1888 if d like to review the response.	=
Regards,		
RISP Adm	inistrator	
		•

4.4 Q&A Deadline

No new questions are accepted within 72 hours of an RFEI submission deadline. This is to allow sufficient time for a ministry response, and for all participating offices to view the response.

4.5 Q&A on Closed RFEI

Offices are able to view all Q&A for all RFEI (past and present) in which they have participated.

4.6 **RFEI Addenda**

In cases where the ministry needs to post additional information about an RFEI, an addendum will be posted. To view addenda for an RFEI, click on the "QA/Addenda" button next to the specific RFEI and click the "Addenda" tab.

RSP222 - Q&A / Addenda			
Back RFEI 1888			-
Questions Addend	a		
			- E
Addendum 1	Posted On: 2010-07-2	3	
Extended the submission	deadline		5
-		hadraad .	 and the

When the ministry posts an addendum, all invited offices are sent an email notification informing them an addendum has been posted.



From: To: Cc:	TEST - RISP Automated Notification System [risp.administrator@gov.bc.ca] Sent: Fri 7/23/2010 8:4 Cai, Lionel TRAN:EX	1 AM
Subject:	TEST - Addendum Posted, RFEI# 1888	
Dear te This ema website	ail is to inform you that an addendum to RFEI# 1888 has been posted on the RISP	
	log into RISP and click on the 'Q&A / Addenda' button next to the RFEI# 1888 if ld like to review the addenda.	
Regards	,	
RISP Ad	ministrator	•

5 RFEI Reports

A self-serve RFEI report is available to invited offices. To run the report, click on "Reports" and then "RFEI Detail Report".

Main Menu	Registration	RFEI	Reports	Log Ou
RSP100 - Mai	ntain Office		Office Statu:	s Report
			RFEI Detail	Report
			Specific Offic	e History
mann	mar and a second	and mark	man mark	~~~~

On the RSP710 – RFEI Detail Report Criteria Screen, you can select from all submissions you've made which has completed evaluation.

Main M	enu	Registration	RFEI	Reports	Log Out					
RSP710 - RFEI Detail Report Criteria										
						~				
RFEI #:	3101 - Testing for User Guide - Project Title 🔻 🛧									
	Run					\geq				
Conserved .	البيني	and man			11 - 11 - 11 - 11 - 11 - 11 - 11 - 11					

Click the "Run" button and the report will be generated as a PDF document and presented to you.